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The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners upholding the quality of service to the university educational system and the community.

UNOPA Notes

UNIVERSITY OF NEBRASKA OFFICE PROFESSIONALS ASSOCIATION

unopa.unl.edu

Volume 51, Issue 4

December 2012

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President's Message:

"Bring a Positive Attitude to the Holidays"

Season's Greetings!

I hope everyone had an enjoyable Thanksgiving and took advantage of the break to spend some time with family. November went by fast and included two special events for UNOPA members.

At the awards luncheon, I was very pleased to see the number of bosses, staff and guests that attended. Listening to all of the comments made by our nominators about our nominees was very enlightening and inspiring. Our employees are making tremendous contributions to the mission of this University. Congratulations to all the award winners and nominees!

I want to especially thank the awards and hospitality committees for a job well done. Dr. Candace Batton, 2011 Boss of the Year, gave an inspiring talk that really hit home on how important professional development is to our staff, and how bosses should encourage and support staff in their professional development endeavors.

The Paul Wesselman workshop was a prime example of a great professional development opportunity here in Lincoln. Vicki Highstreet, UAAD President, was able to obtain grant funds to bring him to campus so that we could offer this workshop at no cost to our members. We had more than 100 members registered. His workshop gave members the opportunity to meet other attendees and network as we moved from table to table to discuss the different topics he introduced. It was a productive afternoon, and I heard many positive comments about the workshop.

I would like to thank the members who were able to help with our UNOPA parking lot. Many of our members generously worked several shifts in order to fill the many vacancies. Thanks also to the Board for coordinating each game. I know the number of cars parked this year was much lower than in previous



– **President's message**
Continued on page 3.

Reach Out to support the Barnabas Community

This year's Giving Tree Project will benefit the Barnabas Community in Belmont. Bring your new or gently-used donations to set under the Giving Tree at UNOPA's December 11th meeting in the East Campus Union. Cheryl Stubbendieck, director of the Barnabas project, will be our featured speaker.

The December meeting is always a great time to enjoy great food and entertainment. Musical entertainment will be by Spectrum from Pius X High School. Lunch includes a pasta bar with fettuccini and rotini noodles, marinara or meat sauce, mixed salad, breadsticks, coffee or iced tea, and brownies for \$9.25.

Please refer to Linda Luedtke's email on Nov. 27 to obtain the registration form. Email Alicia Arnold at aarnold6@unl.edu to let her know that you plan to attend December's general meeting.

In this issue:

Calendar	2
Awards	3-4
50 Years!	5
Herb Howe	5

CALENDAR for 2012-2013

December

- 11 UNOPA General (Holiday) Meeting, 11:45 a.m.–1 p.m., Nebraska East Union.

January

- 8 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
15 Joint UNOPA/UAAD General Meeting, 11:45 a.m.–1 p.m., Gaughan Center.
18 Martin Luther King, Jr. Breakfast, 7:30 a.m., Embassy Suites, \$20. For tickets, contact [Linda Luedtke](#) or [Mary Klucas](#).

February

- 5 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
12 UNOPA General Meeting, 11:45 a.m.–1 p.m., Neb. East Union.
21 UNOPA's 50th Anniversary Celebration! 5:30 p.m., NEU.

March

- 5 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
12 UNOPA General Meeting, 11:45 a.m.–1 p.m., Gaughan Center.

April

- 2 UNOPA Board meeting, 3 p.m., Whittier Conf. Room, 3rd floor.
9 UNOPA General Meeting, 11:45 a.m.–1 p.m., NEU.

May

- 7 UNOPA Board meeting, 3 p.m., Whittier Conference Rm 3rd Floor.
14 UNOPA General Meeting, 11:45 a.m.–1 p.m.

**Inspirational
Thoughts**

"One kind word can warm three winter months."

– Japanese proverb

"A lovely thing about Christmas is that it's compulsory, like a thunderstorm, and we all go through it together."

– Garrison Keillor

UNOPA Member Appreciates Scholarship

Thanks to winning the Nebraska Home Sales Professional Scholarship, I was able to attend the Nebraska Educational Office Professionals Association (NEOPA) Fall workshop. The theme of the workshop was "Tools for Success." I attended the Friday session at Southeast Community College on Oct. 5, 2012.

I was very impressed to see the Flag Ceremony and the Pledge of Allegiance as the start of the days' activities.

The workshop began with an inspiring and dynamic keynote speaker, Carmen Schwab. Her discussion was titled "Water Cooler Talk.... "Hydration for Success." She gave us very good ideas on how to improve our customer service skills in ways that we may not have thought of before. She reminded us that our "customers" are students, parents, faculty – anyone that we come in contact with in our daily work place. Sometimes we forget that is actually the students who are paying our salaries!

This was followed by Sheila Kepler who gave a presentation on "Email Faux Pas." She gave us 12 guidelines of email etiquette to use in our email correspondence. These were very good reminders of some things that you should and should not do in emails. In my job, I spend several hours a day corresponding with staff, faculty, students and prospective students. Therefore, how one comes across in an email is very important.

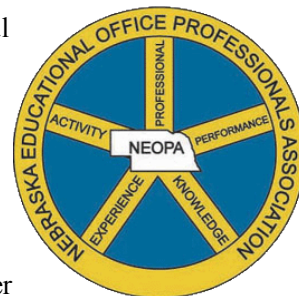
Following lunch, the NEOPA business meeting was held. Reports were given by officers and committee directors. A common thread through most of the reports was the need for people to volunteer for the Committees. It is a great way to get to know the people in the organization and to feel much more a part of it.

The winner of the 2012 -13 NEOPA Outstanding Member of the Year was announced. The winner was Gretchen Walker of our UNOPA group. She is very deserving and we are very proud of her.

My afternoon was filled with the Excel training by Sandi Campbell. I was excited to have the chance to get more in-depth training in Excel. I felt this would be beneficial in my job because I have been working with only the very basic knowledge of the program. The tips and techniques involved in Excel are amazing! It seems there is little that you cannot do with Excel. I was a little lost part of the time but Sandi was very patient with us and explained everything fully. My biggest worry is remembering how to use everything I learned in the session!

It was a very enjoyable, informative day. I enjoyed meeting new people and finding out more about NEOPA. The information I picked up from the sessions will be most beneficial to me in my job. I really appreciate the opportunity given to me.

– Diane Carson
UNOPA Awards Director
Child Youth & Family Studies



President's Message

Continued from page 1.

years and our revenue will be down, so the board will be working on identifying a fund-raising project to make up for the lost parking revenue. Watch for details after the break.

Coming up is our holiday meeting at the Nebraska East Union on Dec. 11. Don't forget to bring your unwrapped gift for our Giving Tree recipient, The Barnabas Project. The project director will be telling us more about the cause during the meeting. We will also be having some great entertainment from a Pius X choral group along with a delicious lunch.

As we begin to bring the semester to a close and look forward to the holiday break, I hope each of you will remember to rest, relax, rejuvenate, and take some time for yourself. Whether you will be traveling over break or spending time at home, I wish you happiness and joy this Holiday Season.

– Linda Luedtke, CEOE
2012-2013 UNOPA President

Applause goes to our Award Winners

Congratulations to our 2012-2013 Floyd S. Oldt Award winners! On Nov. 13, UNOPA honored three University of Nebraska employees at its 32nd annual Bosses' and Floyd S. Oldt Awards Luncheon at the Wick Alumni Center. The Floyd S. Oldt Silver Pen was given to Karen Jackson and Cheryl Wemhoff; the Floyd S. Oldt Outstanding Staff Award was awarded to Tamera Brennan; and the 2012 Floyd S. Oldt Boss of the Year Award was presented to Dr. Timothy Alvarez.

The Silver Pen Award honors two office/service employees who have demonstrated superior performance while employed at UNL and who have made significant contributions to the university community. The award was established in UNOPA's Silver Anniversary year and, as a pen is common to UNL personnel; it was named the Silver Pen Award. It is funded by the Floyd S. Oldt endowment. Each recipient receives \$600, an engraved A.T. Cross Silver Pen, a framed certificate, and a one-year UNOPA membership.

Karen Jackson, Transfer Credit Evaluation Specialist and Programming Assistant for the College of Agriculture and Natural Resources (CASNR), was nominated by Carol Wusk. Comments from her nominator and letters of support included: "Efficiency, effectiveness, and service are characteristics that show a sustained level of exceptional assistance to faculty and students." "She has been an extremely valuable ambassador for the university in a variety of roles; each role characterized by warmth and a smile." "Nominee is always available to assist a colleague, student faculty member or staff or stakeholder. This person is very unselfish with their time." "This person looks at problems and tries to determine if there are better, more effective ways to address the situation, and will often arrive at alternative solutions to problems." "Has the ability to put the students at ease and exhibits an image that is based on a caring, compassionate, and helpful demeanor."

Our second Silver Pen Award winner was Cheryl Wemhoff, Graduate Admissions & Program Coordinator in Electrical Engineering. She was nominated by Jane Schneider, Angela Bryan and Casey Coleman of Graduate Studies. Comments from her nominators and letters of support contained: "They are always warm and welcoming to students and colleagues alike." "They are extremely patient; they deal with international students with varying levels of English proficiency and seem to never get frustrated when students are unable to express themselves thoroughly." "Holds a very efficient work schedule and maintains excellent communication between graduate students, faculty and staff, and UNL graduate studies." "Fosters respect for all individuals and point of view, and demonstrates a personal commitment to create a very hospitable and welcoming environment." "Willing to assist international students with the nuances of living in the United States including housing, climate and cultural adaptation which helps to build a sense of community."

The Floyd S. Oldt Outstanding Staff Award was created to recognize an outstanding University of Nebraska office/service employee who demonstrates distinguished service and contributions to the University community. This award is made possible by an endowment left to the University Foundation by Floyd S. Oldt in 1991. The recipient receives a \$1000 cash award, an engraved plaque, and a one-year UNOPA membership.

Tamera Brennan, Financial Assistant, Dean's Office in the College of Business Administration, was nominated by Ann Chalupa. Some comments from her nominator and letters of support were: "Our nominee shares any new knowledge with others to keep all of us informed and up-to-date on policies and procedures that keeps this university running at top speed."



Above: Karen Jackson (L) and Cheryl Wemhoff won the Silver Pen Award. Right: Tamera Brennan won the Outstanding Staff Award. Below, Dr. Tim Alvarez, won the 2012 Boss of the Year Award and was congratulated by Dr. Candace Batton, 2011 Boss of the Year.



– Award Winners
Continued on page 4.

UNOPA Honors Excellence with Award Winners and Nominees

Award Winners

Continued from page 3

“Always willing to assist others who have found themselves bogged down by a sudden influx of their workload.” “The nominee is an adept team player and demonstrates these qualities consistently.” “As a new Department Chair, the nominee was extremely instrumental in helping me understand the financial management procedures, budgets, and spending accounts for the department. The nominee’s willingness to go beyond “the call of duty” and to not just sit and wait for me to know that I need more information or clarification was a tremendous help to my transition into a new administrative role.”

Our other nominee for the Floyd S. Oldt Outstanding Staff award was Jan Harris, Staff Secretary, Child, Youth and Family Studies.

The Floyd S. Oldt Boss of the Year Award was established in 1982. In 1991, the name of the award was changed and a stipend was added after a donation from the Floyd S. Oldt Trust Fund. This award recognizes a University of Nebraska employee who has demonstrated excellence in personnel management with their outstanding skills in employee and interpersonal relations. The recipient receives a \$500 stipend, an engraved plaque, and a one-year UNOPA membership.

Dr. Timothy Alvarez, Educational Administrator, Assistant Vice Chancellor, Student Affairs, was named the 2012 Boss of the Year and nominated by Mary Guest. Some comments made by his nominator and letters of support were: “Nominee motivated their employees by taking an interest in their professional and personal growth. Encourages the office staff to create department team building and learning activities.” “This individual is the type of supervisor who inspires everyone to strive to improve because of the way the nominee instills confidence to set and meet higher expectations, standards and goals.” “You also will not meet a person who cares more about their employee’s growth. This person knows that learning is not exclusively for the students. They encourage all of their staff to participate in activities near home, but also to venture to professional development



Dr. Timothy Alvarez, Educational Administrator, Assistant Vice Chancellor, Student Affairs.

Congratulations to all our award winners and nominees!!

conferences to learn what others in the field can teach us.” “Throughout his career, the nominee has shown an ability to motivate employees and colleagues.”

The four nominees for the Floyd S. Oldt Boss of the Year are pictured to the left. From left to right, they are: Alan Moeller, NU Vice President/IANR Vice Chancellor’s Office; Dr. David Jackson, Associate Dean, Agriculture Research Division and Nebraska Agricultural Experiment Station; Dr. Richard Bischoff, Interim Chair, Professor, Child Youth and Family Studies; and the winner



In addition to our Annual Awards’ celebration, UNOPA took home two top honors at the National Association of Educational Office Professionals (NAEOP) conference last July. At top, Deb Rosenau, receives a plaque from Linda Luedtke, UNOPA president, for winning first place in the national website contest. Below that, Linda Luedtke presents Linda Ratcliffe a second place award for the UNOPA Notes newsletter.

*Join UNOPA and make a difference!
Contact Barbara Homer, Membership Director,
at bhomer@unomaha.edu to join.*

**Speak Up.
Reach Out.
Join In.**



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*Positive Attitudes
Require
Positive Thinking!*

Check us out
on the web at:
unopa.unl.edu and on
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UNOPA Plans 50th Anniversary Gala

Everyone is invited to join in with UNOPA members to celebrate the association's Golden Anniversary on Thursday, Feb. 21, 2013, at 5:30 p.m. in the Nebraska East Union (NEU).

Yes, it was in 1963 that Rose Frolik and a group of Office/Service employees set out to create an educational, networking, and informational association at the University of Nebraska. There are a lot of fantastic plans so please help us celebrate 50 years of high professional standards in education.

Watch for more details soon and if you'd like to help with this historical event, contact mtintera1@unl.edu or pliedle2@unl.edu.

50 Years!

University Community Bids Farewell to Howe

A memorial service for Herbert "Herb" Howe Jr., 70, of Lincoln, will be held on Saturday, Dec. 8, 2012, at 2 p.m. at First Plymouth Congregational Church, 2000 D. St., Lincoln. Dr. Howe died Nov. 4, 2012, following a stroke.

Dr. Howe served as an associate to the chancellor at UNL for 18 years and as a faculty member in the UNL Psychology department for 20 years. He was a great supporter of UNOPA and of office/service employees while at the university. In recognition of his service to UNOPA and the university, a moment of silence was held at the November Bosses' and Awards luncheon.

To see a full obituary, visit the UNL newsroom website at: <http://newsroom.unl.edu/announce/todayatunl/1798/10060>.

Tickets Available for 2013 MLK Freedom Breakfast

Millions of Americans and people around the world will celebrate the 28th Annual Martin Luther King, Jr. National Holiday in January. In the spirit of unity and peace, Lincoln has the opportunity to reflect collectively on the man, his mission, his legacy, and his dream.

In recognition of Dr. King's contribution to our nation and community, the University of Nebraska–Lincoln, Southeast Community College, and the Lincoln Public School District will collaboratively host the "Freedom Breakfast" on Friday, Jan. 18, 2013, 7:30 a.m. at the Embassy Suites, Lincoln. This is a time to honor the memory of Dr. King, and to introduce and congratulate the recipients of the 2012 MLK Scholarships.

To obtain tickets for the MLK Freedom Breakfast, please contact [Linda Luedtke](#) or [Mary Klucas](#). The cost is \$20 and reservations and payment are due by Dec. 21, 2012. For more information, please reference Linda's email on Dec. 6.

Inspirational Thoughts for Christmas

Everything is slowing down to an end... The city is bustling with last-minute shoppers... Functions are happening everywhere... Yes indeed – it's Christmas time!

A time for reflection, appreciation and celebrations. Has someone lighted up your life? Has someone pointed you to the right direction? Has someone given you a job? Has someone cleaned up your mess? Has someone looked after you when you have been unwell? Has someone cried/laughed with you?

...but, have they made it to your Christmas list?

Don't forget the star/s in your life, every single one counts... don't let them fade out in your life!

– Belinda Lau

**Inspirational
Thoughts**